

Adding Somebody To A Tenancy Form



Complete this form if wish to add somebody to your tenancy:

Please make sure you fill in all the required (*) fields of this form.

Your Name*

First Name:	
Last Name:	

Your Address*

Street Address:	
Address Line 2:	
City:	Post Code:

Your Contact Details

Contact Number*:	
Email Address:	

Details of person you wish to add

First Name*:	
Last Name*:	
Contact Number*:	
Date of Birth*	
Email:	
National Insurance Number*:	

Declaration:

<ul style="list-style-type: none">• I confirm that the person I wish to add has lived with me for at least 12 months• I understand that Wythenshawe Community Housing Group will refuse my application if I do not provide the supporting documents• I understand that if I do not have a clear rent account my application will be refused

Full Name: *	
--------------	--

Signature: *	<hr/>
--------------	-------

	X
--	---

Date: *	
---------	--

Supporting Documents:

To process this, we need some additional documentation attached to this form

- ✓ ID, NINO & proof of residency for the last 12 months.
- ✓ Evidence of National Insurance Number*
- ✓ Proof they have lived here for the last 12 months or more*

Examples of evidence accepted are – Utility Bills, bank statements, benefit letters, benefit award letters, Council Tax Bill. These proofs need to show the whole 12-month period, for example documents dated various months throughout the year. Please note this must a jpg, png or pdf

Once completed, please return the application form and attachments to
NeighbourhoodAdvisors@wchg.org.uk or hand it into our **Reception:** 8 Poundswick Lane, Wythenshawe, M22 9TA